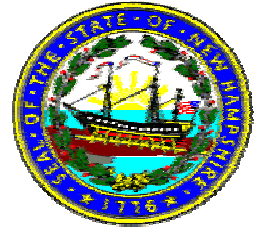




NEW HAMPSHIRE ARMY NATIONAL GUARD  
TECHNICIAN VACANCY ANNOUNCEMENT  
HUMAN RESOURCE OFFICE (NHAG-HR)  
STATE MILITARY RESERVATION  
4 PEMBROKE ROAD  
CONCORD, NH 03301-5652



PLEASE POST IN A PROMINENT LOCATION

PLEASE SEND APPLICATIONS TO ADDRESS AS ABOVE

ANNOUNCEMENT NUMBER NH03-014 (AR)

ANNOUNCEMENT DATE 13 February 2003

POSITION TITLE, SERIES/GRADE(S)

Management Analyst  
GS-0343-09

POSITION NUMBER 70058

SALARY RANGE

GS-09 starts at \$38,588.00 per year (\$18.49 per hour).  
Promotion rules apply to current federal technician/employees.

AREA OF CONSIDERATION

AREA I	all permanent enlisted or Warrant Officer technicians or those eligible to become Warrant Officers of the NHNG
AREA II	all members of the NH National Guard
AREA III	all individuals eligible to become members of the NH National Guard

CLOSING DATE

AREA I	05 March 2003
AREA II / III	12 March 2003

DUTY LOCATION

New Hampshire National Guard  
State Military Reservation  
Combined Support Maintenance Shop (CSMS)  
Concord, NH

TYPE OF APPOINTMENT

Permanent Warrant Officer or Enlisted Technician

Minimum qualifications to become a Warrant Officer.....

6 college English credits, BNCO graduate, GT score of 110, 3 to 6 years maintenance experience, minimum military grade of SGT.

FOR ADDITIONAL INFORMATION

Contact Celeste Frisella at DSN 684-9332, commercial (603) 225-1332, fax (603) 225-1212 or e-mail celeste.frisella@nh.ngb.army.mil. Other job postings are available at [www.nhpeas.ang.af.mil/hro/jobs.htm](http://www.nhpeas.ang.af.mil/hro/jobs.htm) or all states at <http://www.neguard.com/jobs/Docs/statepoc.htm>

INSTRUCTIONS FOR APPLYING

Applicants may choose to submit an [OF 612](#), or a resume.

**Applications must be received in the Human Resource Office NO LATER THAN 1600 hours (4:00PM) on the closing date indicated above.**

#### **APPLICATION RESTRICTIONS**

Applications submitted at government's expense will not be considered. This includes those submitted in government envelopes, postage and those submitted by way of a government fax machine. Applications may be received at NHAG-HR by government fax but sent by commercial fax at sender's expense.

#### **YOUR RESUME OR APPLICATION MUST CONTAIN AS A MINIMUM**

- announcement number
- title and grade(s) of the position you are applying for
- full name, mailing address (with zip code), day and evening phone numbers (with area code)
- current military grade/rank
- current status with the New Hampshire National Guard i.e. current permanent technician, AGR, temporary technician, ADSW
- current or prior technicians must include a copy of your most recent Standard Form 50 which annotates your technician status and grade
- \* social security number
- \* date of birth
- \* full country of citizenship
- \* high school name, city and state; colleges or university name, city and state; majors, type and year of any degrees received
- \* personal military experience (DD Form 214)

**\*AREA II/III applicants only**

#### **EXCEPTED SERVICE REQUIREMENT**

Technicians in the excepted service are required to wear the military uniform appropriate to their service and federally recognized grade when performing technician duties and are required to comply with the uniform standards of the service.

**\*NATIONAL GUARD MEMBERSHIP IS REQUIRED\***

Selected individual must enroll in the Direct Deposit/Electronic Funds Transfer Program. The Federal Financial Management Act of 1994, SEC 402, Electronics Payments, requires direct deposit to a financial institution for all Federal wage or salary payments.

If you are a male born after 31 December 1959, and want to be employed by the Federal Government, you must be registered with the Selective Service.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

#### **OTHER PERTINENT DATA**

This vacancy will be processed in accordance with NHNG TPR 335 & Article 16 of the Labor Management Agreement. Military compatibility and grade inversion rules will be strictly adhered to.

The Enlistment/Reenlistment Bonus, Student Loan Repayment Program incentive, and Selected Reserve Recruitment Health Care Professionals incentive will be terminated upon start date for a military technician position or AGR Title 10 or Title 32 tour. Recoupment may be required depending on the specific incentive contract recoupment procedures.

**Reimbursement for PERMANENT CHANGE OF STATION (PCS) expense is not authorized**

**THE FILLING OF THIS POSITION IS SUBJECT TO THE AVAILABILITY OF MANPOWER/MANNING ISSUES**

**OTHER REQUIREMENTS**

In order to comply with the NGB compatibility criteria, selected individual will be immediately assigned to the Career Management Field 31, 63, 71, 74, 92 or WOBR 920, 913, 915. Applicants must ensure that they are eligible to retrain within 12 months if not yet in this field. Selected individual agrees to attend training courses related to the position.

**MINIMUM QUALIFICATIONS REQUIREMENT (S)**

**\*\*Each applicant must fully substantiate (annotate dates of experience with month and year) on their application how they meet the requirements listed below otherwise, the applicant will be found unqualified for this position.**

**GENERAL EXPERIENCE**

**\*\*Experience in administrative, professional, investigative, technical or other responsible work, which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.**

**SPECIALIZED EXPERIENCE**

**\*\*24 months experience which indicates**

- knowledge of National Guard Organizational structures, functions, procedures and techniques
- ability to apply practices, theories, techniques and methods of management
- ability to analyze and interpret policies and procedures of higher headquarters as to applicability
- ability to gather, assemble and analyze facts, draw conclusions and develop solutions to assigned problems
- skill in working with people at various trades and backgrounds
- ability to orally present and discuss complex matters in a clear and convincing manner

**JOB DESCRIPTION**

This position is located in the ARNG Combined Support Maintenance Shop (CSMS). Its purpose is to study, analyze and evaluate maintenance procedures and make recommendations for improvement.

Analyzes maintenance capabilities, production effectiveness, equipment reliability, deficient areas and trends of various small maintenance shops. Projects involve surveys, comparisons and studies of current and past operations. Defines requirements and extent of study, methods, sources uses and manner of presentation. Determines significance of computed statistics, interprets results and states conclusions developed. Determines deficiencies, high failure and man-hour consumption areas. Makes constructive recommendations for improving maintenance methods and procedures. Compares maintenance requirements with actual performance and determines effectiveness of operations. Performs field surveys for the purpose of developing job standards on maintenance actions.

Reviews, extracts, analyzes and collates maintenance data and prepares maintenance summaries from reports submitted by subordinate maintenance activities. Summarizes and interprets significant data collected and relates this data to maintenance plans, standards and actions. Identifies and analyzes deficiencies in resource consumption, training, workload and scheduling; evaluates deviations from standards and plans; and determines cause and impact on maintenance mission.

Assists work center supervisory personnel in interpreting and utilizing reports and information provided. Develops charts, graphs, tables and visual media to present trends, performance status, capabilities and related management information. Aids functional areas in identifying area of record documentation and procedures which can be streamlined, combined or improved and initiates methods to operate under the new or revised system.

Advises when manpower authorization appears unbalanced based on analytical and statistical studies as directed. Identifies and validates manning required to support the organizational mission by the use of various forecasting and statistical techniques. Evaluates changes in the operational plan for the program that will affect the maintenance capability forecast.

Serves as Management Information System Manager for the directorate. Analyzes automation needs and recommends system architecture for all maintenance operations. Develops, collects and maintains various data used to evaluate and improve the maintenance effort. Monitors data input and output products between the

maintenance function and data automation. Evaluates data from any source which is significant to the maintenance operation.

Performs other duties as assigned.

FOR THE ADJUTANT GENERAL

DEBORAH L. CARTER, LT COL, NHANG  
Director of Human Resources